



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

Minutes of a Governance Committee Meeting held in the Council Office, Langton Green Recreation Ground on Thursday 3rd May 2012 at 10am

MEMBERS PRESENT: Cllr Pendleton (Chair) Cllrs Mrs Jeffreys, Mrs Soyke and Parker

OFFICER PRESENT: Chris May – Clerk

1. **Declarations of Personal and Prejudicial Interest:** None received
2. **Declarations of Lobbying:** None received
3. **Apologies for Absence:** There were none
4. The Minutes of the Meeting held on **15th March 2012**, having previously been forwarded to Members, were approved and signed.
5. **Public Open Session:** There were no members of the public present
6. **Matters arising from the minutes:** The accident report book had been purchased and is held in the office. A first aid box has not yet been purchased however the Clerk said that first aid training would be required. **Clerk to investigate.**
7. **Internal Financial Control System:** The change of banking arrangements had not been completed and therefore the review was deferred.
8. **Review of Internal Audit:**
 - a) Check on Financial Records – Cllr Mrs Soyke had made a check on the records in April and found the records she had checked to be in order.
 - b) Internal Auditor – The Clerk is meeting the Auditor on Wednesday 9th May to conduct the internal audit and complete the assessment of the annual report.
 - c) Review of annual audit (Audit Commission) – The hard copy of the annual audit has not been received but the committee was able to work from emailed copies. The clerk amended the fixed asset register now that the office is completed and incorporated borrowings in to report. The committee checked the figures that the clerk had prepared on the accounting and governance statements and it was **AGREED** that they were correct and could be presented to the internal auditor. If the internal auditor agrees and signs off the internal audit report the figures will be presented to Full Council at the May meeting for approval.

A notice of appointment of date for the exercise of electors' rights was posted on the notice boards on May 2nd and the period ends on June 15th – after this the report can be sent to the audit commission.

9. Risk Management – insurable risk:

- a) Policy check – the insurance policy is up to date.
- b) The photographic check has been updated. New bollards have been installed at Furze field Avenue and a record needs to be added.
- c) Storing of computer records off site – the committee **AGREED** that the present procedure of backing up files weekly and storing records away from the office overnight was sufficient and the storing of records off-site was not necessary.
- d) Policy for snow conditions – Cllr Mrs Jeffreys said she would give consideration to a policy and would propose it in due course.

10. Risk Management – working with others

- a) Staff members – staff contracts. Cllr Mrs Jeffreys would provide a draft which would include changes to place of work, expenses and hours of work.
- b) Security – the fire alarm is at present under control of the Trustees who will need a key to the office. **The Clerk will contact the Trustees and issue a key.** The Assistant Clerk's name will be added to the alarm company's records. Two local Cllrs will be asked to help if the alarm goes off. Keys to the storeroom have been issued to all key holders.

11. Risk Management – self-management

- a) Press and Media policy – it will be completed in due course.
- b) Members' conduct and the registration and disclosure of their interests – Cllr Mrs Jeffreys would look at the NALC Legal Topic Note to see if the Parish Council needs to take action. **The Clerk will email a copy of all Councillors' current register of interests who will need to check them and request new forms if they have changed.**
- c) Health and Safety – The Clerk would make further investigations of a risk assessment programme. The health and safety poster has been acquired and is on display in the office. Accident Book the presence of this in the office has already been referred to under Matters Arising.

12. Items for Information – there were no matters for information

The meeting closed at 10.50am

Chairman